



## Instructions for Generating Pool Summary and Service Summary Reports in Excel

### Pool Summary Report

**Pool Summary Report Filter**

**Pipeline**

**Gas Day :**   through  

**Schedule Cycle:**

**Pool :**


**Group By :**  Path  Gas Day

**Lowest Level of Detail :**  Path  Gas Day

**Show Quantity :**  Nominated  Scheduled  Allocated

**Show Zero Quantities :**

**Show Non-Zero Pool Imbalance**

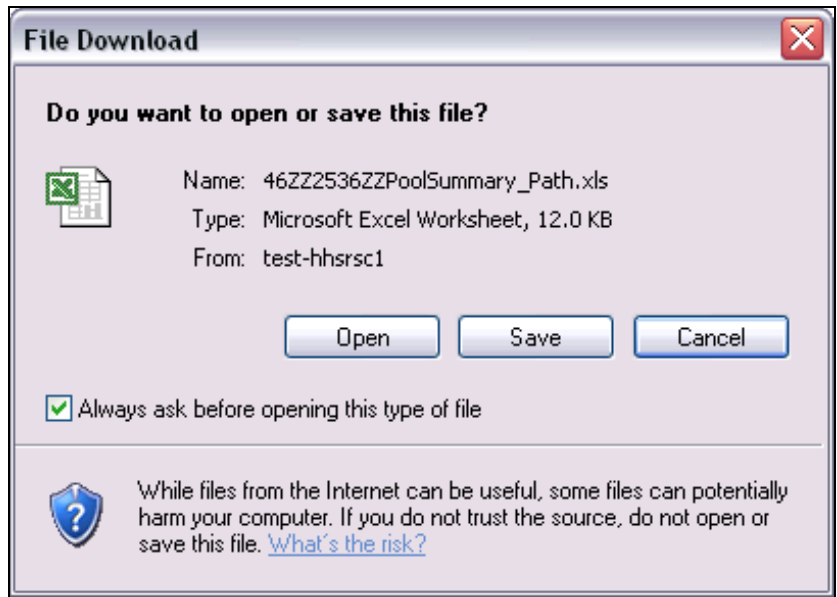
**Generate in Excel**  

1. Complete the appropriate fields.

Field	Function
<b>Pipeline</b>	Select the pipeline to search.
<b>Gas Day</b>	Select the calendars to select the Gas Day range that you want to view.
<b>Schedule Cycle</b>	Select the Schedule Cycle(s) to view; the choices are Timely Cycle and Evening Cycle. Selecting Timely Cycle will only display the Timely Cycle. Selecting Evening Cycle will display the Evening and Timely Cycles.
<b>Pool</b>	Your supplier pool is the only available choice.
<b>Group by</b>	To sort by Path, click the radio button next to Path. To sort by Gas Day, click the radio button next to Gas Day.
<b>Lowest Level of Detail</b>	If Path is selected above in the Group by section, you can show the lowest level of detail as either Path or Gas Day by selecting the radio button. If Gas Day is selected above in the Group by section, select Gas Day as the lowest level of detail.
<b>Show Quantity</b>	Check the box(es) to select the information to be shown on the report. You can select any combination of Nominated, Scheduled, and/or Allocated.

Field	Function
Show Zero Quantities & Show Non-Zero Pool Imbalance	Select both of these check boxes to show paths with zero quantities and to show pool imbalances. If Non-Zero Pool Imbalance is checked, no number will display if the pool is in balance.
Generate in Excel	Check this box to generate the report in Excel.

2. Click the OK button. The following window will display.



### Opening the File

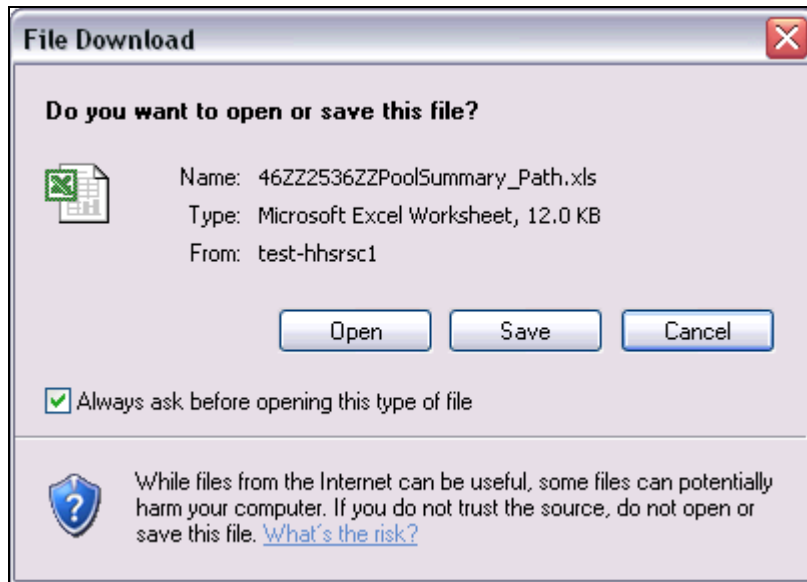
3. To open the file, click the Open button. **Note:** You will not be able to save the file once you open it. You will have to re-run the report and click the Save button.
4. The file will open in Excel.

# Nicor Gas Nomination System

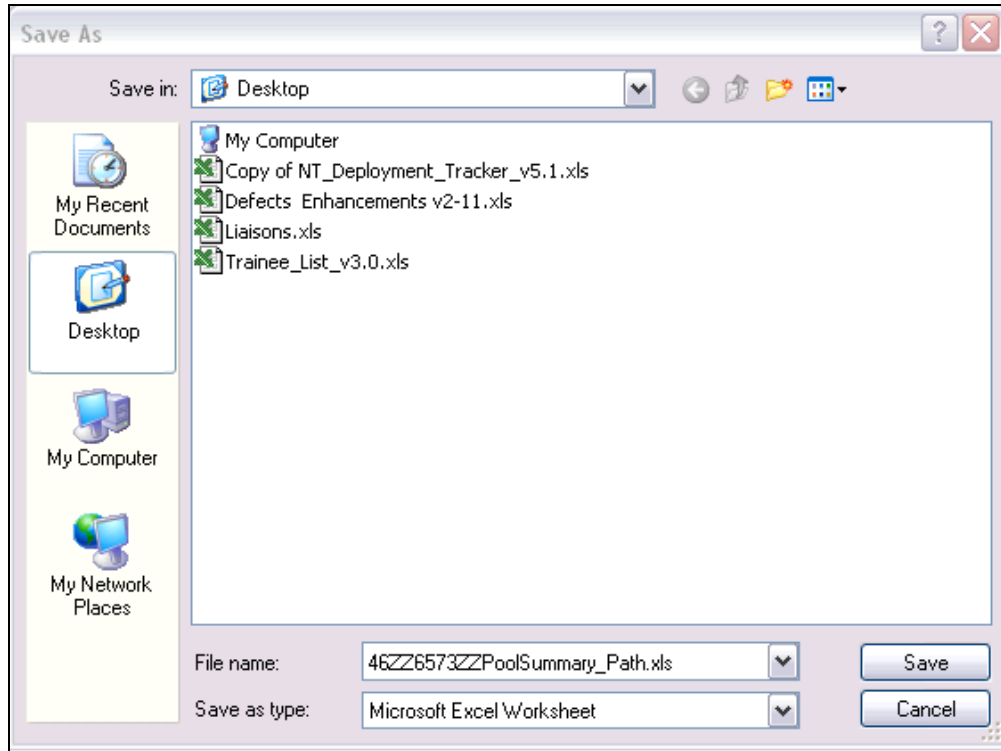
http://test-hhsrc1/gns/scripts/Reports/Export/46/46ZZ14190ZZPoolSummary\_Path.xls - Microsoft Internet Explorer - Nicor

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
1	Date :		10/08/2008	Gas Nomination System																
2	Time :		12:58 PM	Pool Summary Report																
3																				Page 1 of 1
4																				
5	Pipeline :		ANR				Pool		2222POOLS											Units: MMBtu
6	Gas Day :		09/29/2008 through 09/29/2008						2222 POOL @ANR											
7	Pool Owner		Pool			Gas Day		Path		Nominate		Scheduled		Allocat						
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15	Gas Supplier																			
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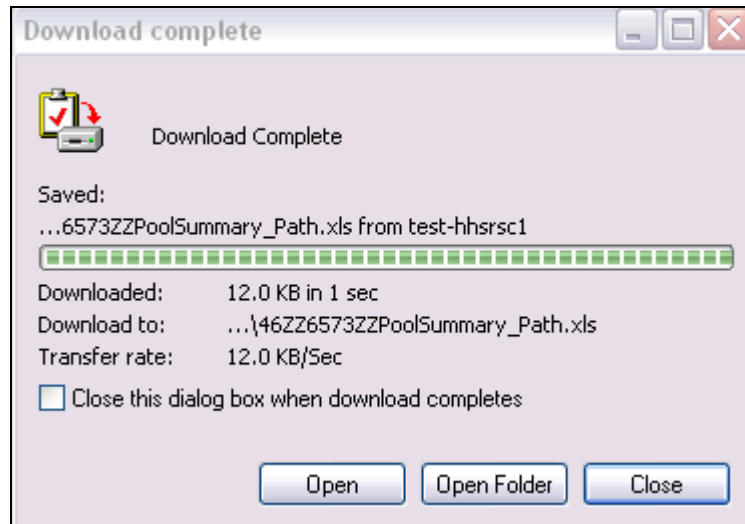
## Saving the File



5. To save the file, click the Save button.



6. Select the location where you will save the file and click the Save button.
7. The following window will open.



8. To open the file, click the Open button.
9. The file will open in Excel.

# Nicor Gas Nomination System

Pool Owner	Pool	Gas Day	Path	Nominate	Scheduled	Allocat
<b>Grand Totals</b>				1,199		
Gas Supplier	2222 POOL5		Pool	1,199	0	0
	2222 POOL @ANR					
<b>Total Receipts</b>				21,199		
		9999 POOL5->2222 POOL5		21,199		
<b>Total Deliveries</b>				-20,000		
		2222 POOL5->G000 @NGEUP		-20,000		

## Service Summary Report

**Service Summary Report Filter**

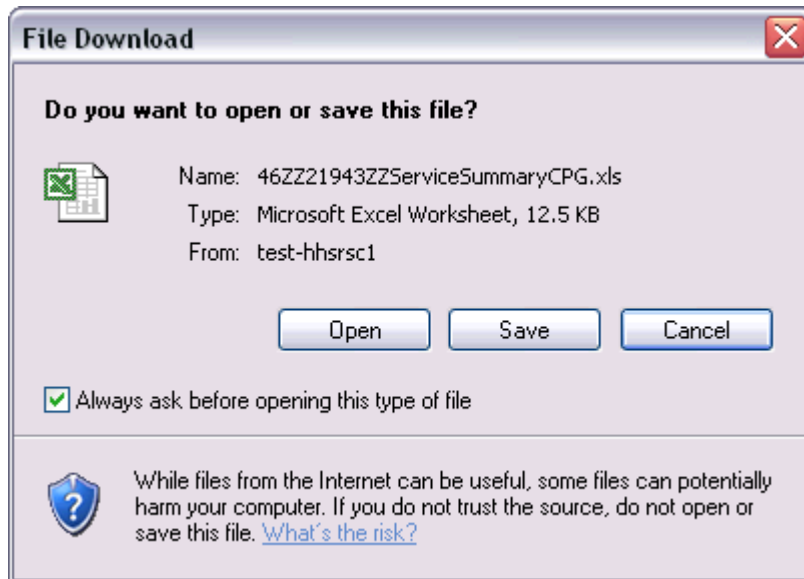
**Pipeline :** ANR  
**Gas Day :** 04/09/2009 through 04/09/2009  
**Schedule Cycle:** Timely Cycle  
**Contract Type :** Pool to End User @ANR  
**Contract :**    Name  
**Receipt Point :**    
**Delivery Point :**    
**Primary Sort :** Contract **Secondary Sort :** Path  
**Display :** All details  
**Show :**  Nominated  Scheduled  Allocated  
**Show Zero Quantity :**   
**Generate in Excel**

1. Complete the appropriate fields.

Field	Function
<b>Pipeline</b>	Select the pipeline to search.
<b>Gas Day</b>	Select the calendars to select the Gas Day range that you want to view.

Field	Function
<b>Schedule Cycle</b>	Select the Schedule Cycle(s) to view; the choices are Timely Cycle and Evening Cycle. Selecting Timely Cycle will only display the Timely Cycle. Selecting Evening Cycle will display the Evening and Timely Cycles.
Contract Type	To filter by contract type, select the contract type from the drop down.
Contract	To filter by a specific contract, select the contract from the drop down. To have these fields available, a contract type must be selected in the drop down above.
Receipt Point	Select the Receipt Point.
Delivery Point	Select the Delivery Point.
<b>Primary Sort</b>	Select the primary way to sort the report. The choices are: Gas Day, Contract, and Path.
<b>Secondary Sort</b>	Select the secondary way to sort the report. The choices are: Gas Day, Contract, and Path.
<b>Display</b>	Select the details to display the choices are: All details Grand Totals Only Each gas day, but don't show each path Each path, but don't show each day Each contract, but don't show each day or each path
Show	Select to show any combination of nominated, scheduled, and/or allocated.
Show Zero Quantity	Select to include paths with a zero quantity.
Generate in Excel	Check this box to generate the report in Excel.

2. Click the OK button. The following window will display.



3. Follow the instructions from the Pool Summary Report to open or save the file.
4. When the file is opened, the following Excel file will display.

# Nicor Gas Nomination System

http://test-hhsrsc1/gns/scripts/Reports/Export/46/46ZZ21943ZZServiceSummaryCPG.xls - Microsoft Internet Explorer - Nicor

S42

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
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**Gas Nomination System** Page 1 of 2

**Service Summary Report**

**Date :** 10/3/2008  
**Time :** 1:34:43 PM

**Pipeline** ANR **Gas Day** 09/29/2008 through 09/29/2008 **Units :** MMBtu

**Contract Type** Pool-EU Pool to End User @ANR **Contract :**

**Receipt Point :** **Delivery Point**

**Upstream Contract** **Downstream Contract**

Contract / Path	Gas Day	Gross		Net		Fuel			Nominated	Sched
		Nominated	Scheduled	Allocated	Nominated	Scheduled	Allocated			
<b>Grand Totals :</b>		<b>20,000</b>		<b>20,000</b>						
G000222	<b>Contract Totals</b>	20,000		20,000						
2222POOL5-	<b>Rec Point/UpK :</b> 2222POOL5		(null Upk)	<b>Del Point/DnK:</b> NGEUP	G000					
	<b>Path Totals :</b>	20,000	0	0	20,000	0	0	0	0	0
	09/29/2008	20,000		20,000						